

Application for ICC Sponsorship of an Event

Note: Applications must be submitted to the Building Use Committee or the Board of Directors at least 30 days prior to the scheduled event.

Name of Applicant (*please print*) _____

Name or purpose of Event _____

Date and time of Event _____

Purpose of Event _____

Target Audience _____

Anticipated Number of Attendees _____

Is Event open the Public? Yes ___ No ___

Will there be a fee for admission? Yes ___ No ___

Will you seek a donation for admission? Yes ___ No ___

Is financial support of the event requested from ICC? Yes ___ No ___

If yes, how much is requested? \$ _____

Who will financially underwrite the event? Event organizer _____
ICC _____

If the ICC is requested to underwrite the cost of the event,
how much is requested of the ICC? _____

Responsibilities of the ICC associated with Sponsorship

1. Send announcements of the event via Email to ICC listserve
2. Post an announcement of the event on the ICC website
3. Post announcement on ICC sign board

Responsibilities of the Applicant

1. Pay cleaning deposit and clean facility after use according to policy published on the ICC website
2. Adhere to all rules related to the use of the facility
3. Provide promotional text and material (.pdf files) to the ICC for posting on the ICC website and inclusion in ICC emails and other media announcing the event.
4. Provide all other additional promotional activity (not included by the ICC as described above) to promote the success of the event.